



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

Canc frp: OCT 01

REFER TO:

COMSCNOTE 12410
N7
19 December 2000

COMSC NOTICE 12410

Subj: SHIPBOARD TRAINING PROGRAM

Ref: (a) Title 5 U.S. Code, §4103
(b) Executive Order No. 11348
(c) 30 Nov – 02 Dec 1999 Executive Onsite Decision Paper “Ship-Shore”
(d) Title 5 U.S. Code, §6305(c)
(e) 5 CFR 410.302
(f) 5 CFR 410.402

Encl: (1) Training Agreement - Shipboard Training Program

1. Purpose. To implement a shipboard training program for Military Sealift Command (MSC) shore-based personnel and provide guidance for program administration. This program will neither displace any existing or future civilian mariner (CIVMAR) billets nor change the manning requirements of any MSC CIVMAR manned ships.

2. Benefits. Successful completion of this program will enhance the knowledge base of ashore engineers who are responsible for shoreside support of MSC ships and promote employee growth and development for the purpose of increasing the quality and quantity of work products.

3. Authority. This program is authorized by and within the guidelines of references (a) through (f).

4. Applicability. This program applies to MSC shore based employees currently serving in engineering billets and possessing a valid USCG issued Unlimited Horsepower License (Steam and/or Diesel).

5. Objectives. The objective of this program is to afford a means to train MSC shore based engineers aboard MSC ships by:

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- a. Providing experience in maintenance, repair and operations of MSC ships.
- b. Providing exposure to shipboard engineering procedures, practices, problems and conditions.
- c. Facilitating an interchange of ideas, experiences and solutions to engineering issues.
- d. Developing a recruiting and retention incentive program.

6. Eligibility. Personnel desiring to participate in this program must:

- a. Be currently serving in an MSC shore based engineering billet.
- b. Have a valid USCG Engineering License, Unlimited Horsepower (Steam and/or Diesel).
- c. Have at least 2 years of continuous service with MSC to ensure familiarity with MSC operations, regulations and requirements.
- d. Have a valid U.S. Government Passport.
- e. Have a security clearance, when required.
- f. Be medically qualified.
- g. Obtain approval and support of their supervisor and Program Manager or Functional Director, as applicable.

7. Application. Applications to this training program should be made via the applicant's immediate supervisor and through the chain of command to the respective Program Manager or Functional Director. Applications should include, but not be limited to, the following information:

- a. Work experience with MSC and previous employers. Port Engineering, Type Desk and Technical experience should be detailed.
- b. Current license level and expiration date and expiration date of passport.
- c. Education.
- d. Awards.

- e. Preferred ship type assignment with justification.
- f. Supervisory endorsement.

8. Selection. Program Managers and Functional Directors will screen, rank and select qualified applicants from within their various programs and directorates. List of eligible candidates will be forwarded to the Engineering Director (N7) who will make the final selections. Final selections will be based on participation availability with precedence given to applicants possessing superior qualifications and shall be in compliance with reference (e). Program participation will be limited to a maximum of three (3) engineers at any one time.

9. Placement. Placement recommendations for trainees will be made by the Engineering Director (N7) based on license rating (i.e., Steam/Diesel), previous MSC experience (i.e., NFAF/Special Missions) and individual preference. The APMC will assist N7 in the placement of trainees onboard ships, based on ship availability and schedule and recognizing that the priority of processing and assignment is given to CIVMARs.

10. Documentation. For documentation purposes and training credit, the selected individual will be issued a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) which officially places him/her in this training program. Following the completion of shipboard training, N7 will issue the individual a Sea Service letter documenting his/her time aboard the vessel.

11. Training Agreement. Participation in this training program is voluntary and requires an agreement to further service with MSC following the training period. Due to the nature of this training program, entitlements afforded to seagoing government employees will not be extended to training participants. Enclosure (1) details the Training Agreement necessary for participation in this training program.

12. Pay and Leave. Individuals participating in this training program will continue to be paid at their current GS grade level of pay. Special pay differentials, i.e., Hazardous Duty Pay, Ammo Pay etc., are not authorized. Overtime or compensatory time, as appropriate, may be authorized by the individual Program Manager or Functional Director. Overtime shall be paid at the overtime rate applicable to their GS grade level and in accordance with reference (f). Annual and Sick Leave will continue to accrue at the GS rate commensurate with the individual's time in Government Service. Use or Lose leave that cannot be taken due to participation in this program will be transferred to the next leave year. Shore leave, as described in reference (d) and waived via enclosure (1), will not accrue during participation in this training program.

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13. Length of Training Assignment. The length of training assignment aboard ship shall be approximately 120 days. The assignments may vary due to scheduling or mission requirements which pose the potential to extend the assignment past the 120-day timeframe. Extensions of the training assignment may be granted by N7 with the endorsement of the trainee's Program Manager or Functional Director and the ship's Master and Chief Engineer.

14. General Responsibilities. The responsible parties to this COMSC notice will vary depending on the participants in the program but are generally to be limited to:

a. COMSC Engineering Director (N7). N7, under the direction of COMSC, will serve as the Program Administrator and Director. N7 will be responsible for coordinating and reviewing all applications to the program and for the selection of the most qualified individual(s). N7 will coordinate the placement of the qualified individual(s) onboard ships commensurate with the experience of the individual(s).

b. Program Managers. Program Managers will be responsible for assisting and facilitating the requests of qualified applicants under their management to the program. Program Managers will be responsible for arranging and funding all travel and incidental expenses incurred by their employees while participating in the program as well as any expenses incurred as a result of their employee's absence. Program Managers will be responsible for identifying and obtaining any resources, excluding additional billets, necessary to maintain the workload within their programs during their employee's absence. Program Managers will also be responsible for processing training requests necessary for participation in the training program. Program Managers will be responsible for berthing and subsistence costs for training participants assigned to their ships. Program administration will be the responsibility of the COMSC Engineering Director (N7).

c. Functional Directors. Functional Directors will be responsible for assisting and facilitating the requests of qualified applicants under their management to the program. Functional Directors will be responsible for arranging and funding all travel and incidental expenses incurred by their employees while participating in the program as well as any expenses incurred as a result of their employees absence. Functional Directors will be responsible for identifying and obtaining any resources, excluding additional billets, necessary to maintain the workload within their programs during their employee's absence. Functional Directors will also be responsible for processing the training requests necessary for participation in the training program.

d. Masters and Chief Engineers. Masters and Chief Engineers will be responsible for providing meaningful training assignments and opportunities as well as affording the trainee exposure to the diverse activities and day-to-day workings of the ship. Training opportunities may include but not be limited to participation in: Plant light off and

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securing, maneuvering, UNREPs, watchstanding, gear testing, generator paralleling, bunkering, VRR and CASREP development, SAMM and VMS reporting, lube oil sampling, fuel reporting, spare parts ordering and other opportunities as assigned. Masters and Chief Engineers will also provide input to the Program Manager or Functional Director concerning the performance of the trainee.

15. Completion of Training Assignment. Upon completion of their training assignment, the individuals shall return to their normal shoreside positions. Within 30 days, the individuals shall submit a report to N00 and N7 detailing their experience including any positive or negative experiences and any recommendations for improvement to this training program.

16. Cancellation Contingency. This notice will remain in effect until incorporation into a COMSC instruction on the same subject.

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G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41E (APMC)

T-100 (Masters, civil service manned ships)

**TRAINING AGREEMENT
SHIPBOARD TRAINING PROGRAM**

1. The Shipboard Training Program seeks to select and develop trainees with increased understanding and appreciation for the actual operation and mission of MSC ships. This program is, however, first and foremost – training. Participants in the program are trainees and not official members of the ship's crew. Trainees do not bear the duties or responsibilities of any crewmember and will not be provided with any of the various considerations commensurate with employment as an MSC CIVMAR.

2. This Training Agreement is in addition to the agreement signed in Section E of DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement.

3. By signing this agreement, it is understood that you shall:

- a. Accept an assignment aboard an MSC ship.
- b. Travel as required.
- c. Maintain a satisfactory level of performance throughout the training period or be subject to appropriate personnel action.
- d. Not receive compensation for Hazardous Duty Pay, Ammunition Pay or any other special pay differentials afforded to MSC CIVMARs.
- e. Not receive Shore Leave as detailed in Title 5 U.S. Code, §6305(c).

I have read and understood the Training Agreement of the Shipboard Training Program. I voluntarily accept the foregoing as conditions of participation in the Training Program.

(Trainee Signature) Date

(Supervisor Signature) Date

(PM/FD Signature) Date

(N7 Signature) Date